

MTEC Meeting Minutes

MTEC Full Council Meeting
October 11, 2000
Tan-Tar-A Resort, Lake Ozark, MO.

Patti gave a welcome and opened the meeting by introducing the council and guests. After the introductions Patti gave a special welcome to the WIB Chairs.

Adoption of 6/1/00 Minutes

- Patti asked for any changes or additions? ***Jim Dickers made the motion to accept the minutes as presented. Motion passed.***

One-Stop Cost Allocation Guide

- Ron Breshears presented, with Rick Beasley and Diana Very as supportive staff. Ron commented on how this was a big step in the right direction on moving toward the Cost Allocation area. Rick added that the document was the work of not only MTEC staff but a gathering of partners, title 1 service providers, and all state agency partners coming together to design methodology for cost allocations. It provides definitions on direct and indirect cost and pros and cons so each region can decide which methodology would be best for their system.
- ***Jim Dickerson moved that the council accept the guidelines as presented.*** Patti asked if there were any questions concerning the guidelines? With no question she asked all in favor. ***The motions passed unanimously***

Revised MTEC Bylaws

- Becky Kilpatrick, Asst. General Council for the Department of Economic Development, presented. She received a request earlier in the year to revise the MTEC by-laws. The Executive Committee has reviewed it a couple of times prior to this presentation.
- Highlights of changes
- The provision that allows for the council to recommend to the Governor the removal of a member who is no longer participating to the extent that they should be. Generally most committees, council, boards, or governing bodies have a removal provision, but since MTEC is appointed by the Governor you don't have the final say in it.
- Quorums for meetings will now read 50% of the active membership.
- Sub-committees of the council to meet by electronic means.
- Reflect the composition of the Executive committee. The former by-laws didn't reflect that.
- Setout all the standing committee of the council and purpose statement.

- Added conflict of interest and confidentiality policies for the council.
- Currently the by-laws do not allow any voting by proxy. She had changed it to allow for the State Department Heads to appoint proxies because quite frequently the actual Director is not the one attending the meetings because it is not practical for them to do so. This would allow for them to appoint a formal proxy.

Questions

- *Is there an attendance policy? No Should there be?* That was the provision about recommending to the Governor removal of a member. You can adopt a formal policy but I don't know if it needs to be in the by-laws.
- *Do you consider the State Department Heads as having more difficulty attending a meeting than Private Sector Business has?* I don't know if I would phrase it as more difficulty it's just quite frequently they are appointed to so many councils and committees that conflicts arise. Often times it's more realistic for a deputy who handle workforce issues to attend. *We're all busy and I think we all ought to have the opportunity to send substitutes by notifying the Governor.* This is one alternative but is subject to discussion.
- *How often do we change the by-laws?* The last change was in December 1991.
- Addition wording change was for the Coordinating Board of Higher Education to be changed to the Department of Higher Education.
- There was also discussion about sighting the States Confidentiality statute under Section 9. We have a State statute that will govern over any policy, but your policies in the by-laws are much more specific.
- Suggestion was made to take each article individually, with the changes, and vote on it.
 - ***Jim Dickerson moved the adoption of Article I. Catherine Leapheart seconded. Adoption passed***
 - ***Jim Dickerson moved the adoption of Article II. Catherine Leapheart seconded. Adoption passed***
 - ***Jim Dickerson moved to adopt Article III. Catherine seconded.***

Question on III. The issue that Herb and Nick raised as to the participation of the Department Heads is in some way connected to some of the issues in III. So should there be a place in Article III to deal with those concerns? Becky noted that Article III just spells out more of the purpose and statutory powers of the Council. They mostly follow WIA and the State Statue. There is nothing in there that hasn't been a product of this Council or a product of Statute. It mainly updated it to Federal Legislation. There was no Workforce Investment Act when we did the last by-laws.

Motion Passed.

- ***Jim Dickerson made the motion to adopt Article IV with the change of Coordinating Board to the Department of Higher Education. Ron Breshears seconded.***

Discussion. *The removable issue, what is the purpose of it?* We have had members in the past who have never come to a meeting or they are appointed, come to the first meeting then never come back. We need enough people to make a quorum, so that would be one reason.

You mentioned an attendance policy? An attendance policy without a vehicle to do anything about it..... It's gives you a tool. One point that was brought up is you don't use a tool like this simply because someone doesn't show up. You want to work with those people so you can accommodate whatever they need. It also addresses resignation from the council.

All those in favor of Article IV as was the motion. Article passed.

- Article V. Becky stated the addition to this section of the by-laws were the duties of the Chair and the Vice-Chair.

Dr. Giles made the motion to accept Article V as presented. Sheryl Johnson-Stampley seconded. Passed unanimously.

- ***Catherine Leapheart moved to adopt Article VI. Jim Dickerson seconded.***

Change was the addition of open meeting provisions and allowed special meetings to be call by 1/3 of the members, or upon request of the Governor. This is also were the acceptance to allow a quorum with less than 50% of the membership was removed. The addition of committees being able to meet by electronic means.

All in favor of accepting Article VI? Motion passed.

- Discussion of Article VII. The Changes made were to reflect more accurately the current make up of the Executive Committee and adds duties to the Executive Committee.

Jim Dickerson moved to accept Article VII. Alise Martiny seconded. Motion Passed

- ***Jim Dickerson moved adoption of Article VIII. Alise Martiny Seconded.***

Discussion on Article VIII. Becky stated there were no significant changes, mainly just setting out purposes. Also gave the Chair the ability to appoint a smaller sub committee from each committee.

All in favor of adoption as presented. Motion Adopted.

- ***Catherine moved for a vote to accept Article IX. Ron Vessell seconded.***
Discussion of Article IX. Becky briefly went over the changes. WIA provisions were put in as well as policies dealing with Conflict of interest and confidentiality. These do follow State law and policy set by the Department. Will add a statement in reference to section 105, for 50-state law governing conflict of interest and confidentiality.

Patti asked that all in favor of Article IX with the addition of reference to Section 105 say I. Article passed.

- Article X, Record keeping. Becky stated that this was all new. There were no record keeping provisions in the old by-laws but these are pretty standard. ***Jim Dickerson moved for approval. It was seconded. Article X passed.***
- Article XI. *Now that the wording has been changed in Article I should the proxy vote even be considered here?*
- Patti mentioned the discussion of parliamentary procedures, it was really discouraged to have proxy votes. The proxy may not have participated in previous discussion.
- Herb stated it also encourages members not to attend. Others joined in that it should be all or none.
- Joe Driskill stated he also agreed it should be the person appointed by the Governor and confirmed by the Senate to cast the vote.
- Becky stated she could just change it back the way the old by-laws read. What it said was that members could send non-voting alternate to attend but no vote would be allowed.
- ***Jim Dickerson asked if article XI could be changed simply to stop at the first sentence, "Members of the Council may designate non-voting alternates to attend meetings on their behalf?"*** Becky said that would be fine. ***Jim then said he made that motion. Bill Treece seconded. Motion passed.***
- Article XII. Becky said simply is a new article stating we are not going to discriminate.

Catherine Leapheart moved to adopt, Jim Dickerson seconded. Patti asked all in favor of article as presented say I. Passed unanimously.

- Article XII. Becky said there weren't any changes to articles XIII and XIV.

Jim Dickerson moved approval. Catherine seconded. Motion passed

- Article XIV. ***Jim Dickerson moved for approval. Dr. Giles seconded. Article XIV passed.***

Patti thanked Becky for her assistance with the by-laws.

Missouri Labor Force Update

- Joe Driskill made a presentation on addressing gaps in labor market information, an issue he felt was important. How well we are doing collecting information about the workforce system. How well we are doing in planning for collecting better information to judge accountability and how well this system is performing. This presentation may raise more questions than give answers but think it is important to continue this conversation.
- Joe provided statistics on; Business Establishments by size, Employment by Industry, and personal and per capita income.
- Missouri is the 3rd lowest state in unemployment.
- Missouri Works include:
 - Job training
 - Job searches
 - Labor Market Information
 - Monthly employment data
 - Monthly payroll data
- The data lacks sufficient occupational and geographic detail that allows us to make good informed judgements at to how we are doing.
 - Data needed
 - Hours Worked
 - Wage Rates
 - Fringe Benefits
- We have the computer capabilities right now to do real time analysis and judgements. With this information government and business will be able to;
 - Access information about community or firm
 - Compare data to local, national, and industry trends
 - Provide information for near-term and long-range planning.
- Workforce is the #1 Economic Development issue not only in Missouri but also around the country.
- Conclusion
 - Good labor market information exists now.
 - But this information cannot measure the success of our workforce programs. To do this requires additional data elements. Will require a partnership and collaboration in order to convince those who would need to sign off on it so that it will be used in an appropriate way.
 - Need to make a decision about addressing this gap in information gathering.

Questions:

- *Where are you in implementing this?* We're not. There has been research to try and identify what we need to get this information together.
 - George stated that it seems that what Joe was talking about are elements in the strategic plan, which means when we approve the strategic plan we're

committed to help you make that happen.

Business/Labor Subcommittee Mission

- At the last council meeting there were questions as to the purpose & activity of the Business/Labor charge and if mission had been developed. Tom Jones presented the proposal.
- Membership of the committee;
- Missouri Employer Committee, Associated Industries of Missouri, Missouri United Development Council, Missouri State Labor Council, Missouri Chamber of Commerce.
- Departments of Elementary & Secondary Education, Labor and Industrial Relations, Higher Education, & the Division of Workforce Development.
- One of the Activities they have been involved in is; identifying what some of the major issues are in workforce for employers around the state.
- ***Herb Johnson moved for approval of the Business/Labor subcommittee mission. Motion was approved***

Return on Investment

- Question arose at the out of the last Council meeting as to where we were on the development of return on investment for the workforce system.
- A summary was presented to the Council of what has taken place to date.
- Reviewed the contract for years '97, '98', & '99. Pointing out that Return on Investment (ROI) was part of the contract for program year (PY) '98 but not '99. In PY'98 a ROI model was developed and was presented to the Council in Aug. of '99. It was noted Russ McCambell, former member of the Council, moved that the Councils desire was to continue with the current contract to study an analysis of data collection on the results of the Governor's four questions. Any additional contract should not include any information on ROI. With the PY '98 contract the state did reimburse the University for the activity for what we expected them to do. They have not completed that work as of yet. They have been met with on their contractual obligations to provide ROI to the Council.
- We did agree from the last meeting with them that we wanted ROI on two areas. 1) Cost to the taxpayer versus the cost in reduction of taxes as result of individual going through the system, getting employment and paying taxes. 2) Benefits. What did it cost us to train the individual and did they actually make it through the system and become gamefully employed.
- Another point that should be noted from the previous contracts with UMC is that it was expected and they have provided us with information on outcome measures as required. What was not provided was an analysis of that data to determine if the system is actually being successful. If we're not why not, and if we are why.

Questions:

- *When will we get this information and has the format for the mission been created?* Roger Baugher and Rick Beasley will be meeting with UMC to make certain there is a clear understanding of the type of data we want analyzed. We have asked them to provide us with as much preliminary information as possible between now and December meeting. One of the issues that will come up though, is that while they are working on this information for the Council they will required a significant amount of data from the various state departments in order for them to complete their charge.
- *Do we need some committee to monitor that?* It is under Evaluation and Awards.
- *Then can we anticipate a report from that committee on what the conclusions are?* We will have Roger & Rick get with Fred Grayson (committee Chair) and UMC to have at least a clear update at the December meeting.
- It was suggested that this might be a good year to take a close look at the performance of UMC on this contract and if they do not perform to the satisfaction of the Council we may want to look at another vendor for this activity. The Evaluation and Awards Committee as they are reviewing and monitoring this activity could bring forth a recommendation for the Council.
- *Something to think about, has MTEC been prescriptive enough with UMC as to what we would find useful in our policy setting?* Maybe we don't know all the questions to ask and maybe they should be more commutative with us to figure out what we can do to work more successfully together.

Revised Strategic Plan

- Ron Breshears opened with the charge for the Strategic Planning Committee to revisit the Strategies since the implementation of WIA. A planning session was held on September 29th with staff, partner agencies, local regions staff, and others. The basic question of the session was, where do we want to be?
- Once the session got under way it seemed to follow the Mission Statement as far as Strategies. The decision came down to not reinventing the wheel but to come up with some specific goals that would drive the process. The 4 original strategic issues were Universal Access, Lifelong Learning/Choice, Integration, and Accountability. The Executive Committee added one more strategy of Diversity last night.
 - 1 –3 major goals were then identified that would be needed to drive each issue forward. The plan was to complete the goals then add tasks and a timeframe. Do to the late addition of Diversity goals have not been developed yet.
 - From comments and questions stemming from Executive Committee and Full Council noted;
 - **Universal Access.**
 - Missouri Works to be included.
 - **Lifelong Learning/Choice**
 - Retention, how can we support?
 - Higher wage & more profit for small businesses
 - Address other areas providing service
 - **Integration**
 - How are we doing streamlining programs and services

- Where we stand on performance measures

DOL Bureau of Apprenticeship and Training

- Lance Potts, Employer/Labor Service Specialist for Employer and Training Administration. Secretary of Labor Herman has issued a proclamation for registered Apprentice awareness.
- Neil Perry, State Director for Bureau of Apprenticeship and Training for the State of Missouri, gave a brief presentation of what apprenticeship is and how Workforce Investment Boards can interact to further their mission.
- Program characteristics of program
 - Learn by doing
 - Competency based
 - Now linkages to degree programs
- Benefits to Sponsors
 - High return on investment
 - High completion of retention rates
 - Comprehensive programs lead to comprehensive skills
 - Learn by doing
 - Broad base acceptance by business
 - Independent evaluation system
- New programs
 - Information Technology
 - Hospital trades and health technicians
 - Education aide
 - Child Care development specialists
 - Youth Counselors
 - Military apprentices
 - Hotel associates
- National Website: www.doleta.gov/atels_bat/ or you can search the web under apprenticeships.

Committee Update Reports

- Patti gave update of Executive Committee meeting.
- One subject she wanted to revisit was the summary Lindell Thurman gave of the Review of WIB Staffing. He reported that only 3 out of the 14 areas had not yet gotten the provision of services lined out but were working on it. He felt they should be in compliance by the December meeting. There was discussion to find a way to acknowledge the fine effort that the WIBs did to achieve this goal. Patti said we would work on a form of recognition for the local areas. Tom Jones added that he and John have had the opportunity to visit 3 local area boards meeting, with plans to visit all. He would like to echo what Lindell said that it is very impressive seeing the dedication of the

- members of the local boards and the efforts they are making to try and make this "new system" a success in their areas.
- Joe Driskill wanted to remind the Council that in the budget for the coming fiscal year the Department of Economic Development asked for appropriations to try and make good on a promise to participate with the boards in the extra cost of staffing up those folks who would be advisors directly to the boards. He said that in hopes we could come together to place a priority on it. *He hoped that there could be a fuller conversation about this in December.*
 - *Has it been discussed as to what will take place if the 3 areas if they are still not in compliance by December?* It was suggested that staff would put a time limit on it and if they don't meet the time obligation then some decision would have to be made. At the September meeting it was expected for the MTEC policy to be met by December. *Lindell will be expected to give a report in December as to whether that has been done.*
 - Strategic Planning. Ron Breshears had nothing to add from discussion earlier
 - Marketing
 - A Marketing Style Guide, included in packet, was presented to Executive Committee last evening. Jim Dickerson discussed the Committees suggestion for the inclusion of a marketing roll-out plan. The plan would involve input from marketing/public relation's people from the 5 Department.
 - ***Jim Dickerson moved for approval of the "Style Guide" as presented and a coordination for a rollout plan, Ron Breshears seconded. Motion was approved.***
 - Program
 - Bev Kelsay reported. The committee has not met since the last Full Council meeting. The 2 items from the last committee meeting were; the Issuance that transmitted the procedures for submitting modifications to local plans, and a memorandum discussing the WIA Baseline Measures by Area. That was the official kick-off for local/state negotiations for performance measures.

Evaluation and Awards

- The projects that the committee has been involved with are in the packet.
- Governor's Awards
- Alumni of the Year
- Initial approval of the DESE Section 122 service provider approval process. This will require ongoing involvement.
- Inter-agency accountability matrix to adopt more uniform definitions between programs between the 5 state partners.
- MU research contract.
- George suggested that a task be added to the awards committee to find out

what the incentive money is and what the obligations are. By his understanding it required everybody to be successful at achieving their goals or we don't receive any money. He felt all the WIB's should know that and we should know the time period that is being measured and so forth.

Special Focus

- Regional Planning. George Eberle clarified the distinction between the regional planning that occurs in communities and the regional planning that is required by the act that each of the WIB plans speaks to and addresses regional planning. This is the only part that the committee has any responsibility for. When the Governor exercised the option to do regional planning for the purpose of performance standards.
- Diversity. George suggested building off of the work already done by the Council for the Strategic Plan. George also gave update of the Diversity Forums.

Creating the next agenda

- Other than what has been discussed are there any agenda items for the December meeting?
- Matrix from the survey of available funds for employment & training programs.
- Patti expressed her appreciation of all who were there for taking their time to attend. She will be making a special effort to contact those who weren't to see if we couldn't get the attendance up.

Joe Driskill asked if he could have the floor before adjournment. It is likely that at the December meeting there may be new faces, especially new administration representatives who will be doing transition work present. He will stay in close contact with Patti and those of the members who do not work for State Government employee to keep you apprized of what is happening. It's a fact of life in State Government every 4 years the leadership is subject to change. Why he brought this up is that the 14th and 15th of December may bring things other than what is planned. So there may be other issues on the agenda.

Patti reminded everyone of the great conference starting this afternoon and hopefully you will be able to stay and participate. She entertained motion for adjournment.

Allise Martiny made the motion. Meeting was adjourned.

Attendance MTEC Full Council Meeting

***October 11, 2000
Lake Ozark, MO***

MEMBERS:

Herb Johnson
Alise Martiny
Ron Vessel
John Wittstruck
Jim Dickerson
Catherine Leapheart
Ron Breshears
Rick Beasley
Patti Penny
Tom Jones

Joe Driskill
George Eberle
Bill Treece
Sheryl Johnson-Stampley
Nick Nochols
Jim Jackson
Wayne Giles
Michele Ohmes
Elaine West

STAFF & GUESTS:

Rick Beasley
David Mitchem
Mark Mehert
Jerry Whitson
Lynn Hatfield
Lance Potts
Neil Perry
John Wilson
Bob Wilson
Diana Very
Judy Eggen
Martin Sherman
Marilyn Hutcherson
Kay Monks
Melita Olderlehr
Brenda Ancell
Darold Hughes
Betty Trimble
Mark Hoover
Clinton Flowers
Roger Baugher

Rex Hall
Bill McKittrick
Amy Deem
Fran Brothers
Don Eisinger
Bev Kelsay
Nick Nibert
Garland Barton
Cecilia Callahan
Mike Merrick
Holly Harber
Virginia Kirkpatrick
Rick Jackson
Bob Spinzig
Al Carter
Ann Merrifield
Glenn Stinson
John Cope
Frederick Douglas
Juanita Davis
Jill Sutherland

Jerry Tharp
Steve Kraus